

United States Government

Department of Energy

Memorandum

DATE: OCT 26 1991

REPLY TO
ATTN OF: AD-241.2

SUBJECT: Moratorium on Destruction of Epidemiologic Records


TO: Distribution

Please ensure that there is an immediate freeze on the disposition of all Department of Energy (DOE) and DOE-contractor records on the attached list. Transmit this list to your subordinate sites (both Federal and contractor records managers) with instructions to retain all noted records until further notice. The list describes rights and interests records covered under the Secretary of Energy's moratorium effective March 26, 1990, on the destruction of records useful for epidemiologic or health studies. These records contain information concerning industrial hygiene, worker identification, site organization, configuration, and operation. This information is essential for ongoing and planned studies of DOE and DOE-contractor employees.

The list includes only records series scheduled under the National Archives and Records Administration (NARA) General Records Schedules, DOE 1324.2A, RECORDS DISPOSITION, of September 13, 1988; and other approved disposition authorities. As the Federal Records Centers (FRC) still refer to schedules in superseded DOE 1324.2, RECORDS DISPOSITION, of May 22, 1988, to identify some older records, the list also includes pertinent citations from this source. The list is not comprehensive as it does not include unscheduled records. Records categories may be added as new or revised records schedules are approved.

In addition to records already in FRC custody, the freeze should extend to records retired in the future. All frozen records should be reviewed annually to determine if individual series or FRC accessions merit continuing retention beyond their authorized disposition. We have submitted a request to the NARA Office of Federal Records Centers to impose an immediate freeze on records in FRC custody. If NARA approves our freeze request, the FRCs will continue to accept these records for storage.

This request has been coordinated with the Office of Epidemiology and Health Surveillance, whose point of contact is Bill LeFurgy. Mr. LeFurgy can be reached on FTS 233-5328 or commercial (301) 353-5328. If you have any questions, please contact your appropriate point of contact within the Records and Reports Management Branch on FTS 233-3524 or commercial (301) 353-3524.


Raymond S. Barrow, Director
Office of IRM Policy, Plans,
and Oversight

[Attachment]

[cc:
(see attached list)]

LIST OF FROZEN DOE EPIDEMIOLOGY RECORDS (SCHEDULED RECORDS ONLY)

SEPTEMBER 26, 1991

NARA GENERAL RECORDS SCHEDULES (GRS)

Civilian Personnel Records

| <u>GRS Item</u> | <u>Series Title</u> |
|-----------------|---|
| 1 1a | Official Personnel Folders, transferred employees |
| 1 1b | Official Personnel Folders, separated employees |
| 1 2a | Service Record Cards, employee actions prior to 12/31/47 |
| 1 2b | Service Record Cards, employee actions after 12/31/47 |
| 1 6 | Employee Record Cards |
| 1 7a1 | Position Classification Files, classification standards, OPM standards and guidelines |
| 1 7a2a | Position Classification Files, agency position standards development, case files |
| 1 7b | Position Classification Files, position descriptions |
| 1 8 | Employee Interview Records |
| 1 11 | Position Identification Strips |
| 1 19 | Individual Non-Occupational Health Record Files |
| 1 20b | Health Unit Control Files, if not summarized |
| 1 21a1 | Employee Medical Folder, long-term medical records, transferred employees |
| 1 21a2 | Employee Medical Folder, long-term medical records, separated employees |
| 1 21b | Employee Medical Folder, short-term medical records |
| 1 21c | Employee Medical Folder, individual Employee Health Case Files created prior to establishment of the EMF system |
| 1 22 | Health Statistical Summaries |
| 1 25d1 | Equal Employment Opportunity Records, compliance Records, contractor compliance review files |
| 1 25f | Equal Employment Opportunity Records, employment statistics files |
| 1 26a | Personnel Counseling Records, counseling files |
| 1 26b | Personnel Counseling Records, alcohol and drug abuse program |
| 1 28a1 | Labor Management Relations Records, general and case files, office negotiating agreement |
| 1 28b | Labor Management Relations Records, labor arbitration general and case files |
| 1 29a1 | Training Records, general file, correspondence, agreements, etc. |
| 1 29b | Training Records, employee training |
| 1 31 | Personal Injury Files |
| 1 33a | Examining and Certification Records, delegated agreements |
| 1 33e | Examining and Certification Records, examination announcement case files |

| | | |
|---|------|--|
| 1 | 34 | Occupational Injury and Illness Files |
| 1 | 35a | Denied Health Benefits Claims, non-appealed denials |
| 1 | 35b1 | Denied Health Benefits Claims, successfully appealed denials |
| 1 | 35b2 | Denied Health Benefits Claims, unsuccessfully appealed denials |

Payrolling and Pay Administration Records

GRS Item Series Title

| | | |
|---|-----|--|
| 2 | 1 | Individual Accounts Files |
| 2 | 3a1 | Time and Attendance Reports Files, Option Form 1130 or equivalent, payroll preparation and processing copies |
| 2 | 3b | Time and Attendance Reports Files, flexitime attendance records |
| 2 | 19a | Retirement Files, reports and registers |
| 2 | 22 | Wage Survey Files |

Procurement, Supply, and Grant Records

GRS Item Series Title

| | | |
|---|----|--|
| 3 | 1a | Real Property Files, records other than abstract or certificate of title |
| 3 | 1b | Real Property Files, abstract or certificate of title |

Property Disposal Records

GRS Item Series Title

| | | |
|---|---|---------------------|
| 4 | 4 | Real Property Files |
|---|---|---------------------|

Motor Vehicle Maintenance and Operations Records

GRS Item Series Title

| | | |
|----|---|------------------------------|
| 10 | 7 | Motor Vehicle Operator Files |
|----|---|------------------------------|

Space and Maintenance Records

GRS Item Series Title

| | | |
|----|----|--|
| 11 | 2a | Agency Space Files, building plan files, surveys, etc. |
| 11 | 4a | Credentials Files, identification credentials, badges, permits, etc. |
| 11 | 4b | Credentials Files, indices, listings, etc. |

Communications Records

| <u>GRS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|-------|---|
| 12 6h | Mail and Delivery Service Control Files, locator directories, indexes, etc. |
|-------|---|

Cartographic, Aerial Photographic, Architectural, and Engineering Records

| <u>GRS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|------|-------------------------------|
| 17 3 | Architectural Drawings |
| 17 5 | Contract Negotiation Drawings |
| 17 6 | Space Assignment Plans |

Security and Protective Services Records

| <u>GRS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|--------|---|
| 18 9 | Survey and Inspection Files, government-owned facilities |
| 18 10 | Survey and Inspection Files, privately owned facilities |
| 18 16a | Key Accountability Files, for areas under maximum security |
| 18 16b | Key Accountability Files, for other areas |
| 18 17a | Visitor Control Files, for areas under maximum security |
| 18 17b | Visitor Control Files, for other areas |
| 18 19a | Guard Service Control Files, key or code records, building record and employee identification cards |
| 18 22a | Personnel Security Clearance Files, case files |
| 18 22b | Personnel Security Clearance Files, investigative reports |
| 18 22c | Personnel Security Clearance Files, case file indexes |
| 18 23 | Personnel Security Clearance Status Files |

Audiovisual Records

| <u>GRS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|------|--|
| 21 2 | Personnel Identification or Passport Photographs |
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DOE 1324.2a SCHEDULES

Medical, Health, and Safety Records

Sch Item Series Title

| | | |
|---|------|---|
| 1 | 1a1a | Safety Management Records, occurrence investigation files, report files maintained by headquarters Division of Operational and Environmental Safety, cases with widespread interest |
| 1 | 1a1b | Safety Management Records, occurrence investigation files, report files maintained by headquarters Division of Operational and Environmental Safety, other cases |
| 1 | 1a2 | Safety Management Records, occurrence investigation files, report files maintained by field organizations |
| 1 | 1b | Safety Management Records, facility safety correspondence |
| 1 | 1d | Safety Management Records, industrial personnel injury summaries |
| 1 | 3 | Medical or Health Project Case Files |
| 1 | 4a | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, standards/guides/procedures |
| 1 | 4b | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, operating plans for specific jobs |
| 1 | 4c | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, investigations establishing employee exposure |
| 1 | 4d1 | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating no industrial hazard |
| 1 | 4d2 | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating a potential industrial hazard |
| 1 | 5a | Radiation Contamination Control Program Records, personnel exposure dose record |
| 1 | 5b1 | Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--historical file |
| 1 | 5b2 | Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--details plans for specific jobs |
| 1 | 5c | Radiation Contamination Control Program Records, logbooks |

| | | |
|---|------|--|
| 1 | 5d | Radiation Contamination Control Program Records, routine radiation and contamination surveys |
| 1 | 5e | Radiation Contamination Control Program Records, recorder chart records |
| 1 | 5f | Radiation Contamination Control Program Records, reports and engineering studies |
| 1 | 6 | Individual Employee Health Case Hazard Case File |
| 1 | 7a1 | Plant Records, radiation detection instrument calibration records, history of procedures |
| 1 | 8a1 | Environmental Contamination Measurement Records, general procedures |
| 1 | 8a2 | Environmental Contamination Measurement Records, specific procedures |
| 1 | 8b | Environmental Contamination Measurement Records, analytical summaries |
| 1 | 8c | Environmental Contamination Measurement Records, logbooks |
| 1 | 8d | Environmental Contamination Measurement Records, worksheets |
| 1 | 8e | Environmental Contamination Measurement Records, notebooks |
| 1 | 8f | Environmental Contamination Measurement Records, data |
| 1 | 8g | Environmental Contamination Measurement Records, environmental monitoring reports |
| 1 | 9a | Radioactive Waste Disposal or Unplanned Disposition Records, regulations |
| 1 | 9b | Radioactive Waste Disposal or Unplanned Disposition Records, type of waste |
| 1 | 9d | Radioactive Waste Disposal or Unplanned Disposition Records, unplanned disposition records |
| 1 | 9e | Radioactive Waste Disposal or Unplanned Disposition Records, records of radioactive gaseous wastes |
| 1 | 10a1 | Biological Laboratory Records, researcher's biology notebooks, significant selected notebooks |
| 1 | 10a2 | Biological Laboratory Records, researcher's biology notebooks, other notebooks |
| 1 | 10b | Biological Laboratory Records, periodic reports |
| 1 | 10c | Biological Laboratory Records, machine readable data |
| 1 | 10d | Biological Laboratory Records, necropsy protocols |
| 1 | 10e | Biological Laboratory Records, animal case histories |
| 1 | 10f | Biological Laboratory Records, thyroid count records |
| 1 | 10g | Biological Laboratory Records, radio analysis sample data |
| 1 | 10h | Biological Laboratory Records, aquatic biology data analysis |
| 1 | 10i | Biological Laboratory Records, decay curve data sheets |
| 1 | 10j | Biological Laboratory Records, absorption curve data sheets |
| 1 | 10k | Biological Laboratory Records, daily counter background reports |
| 1 | 10l | Biological Laboratory Records, analytical requests |
| 1 | 10m | Biological Laboratory Records, photomicrographic files |

| | | |
|---|-----|--|
| 1 | 10n | Biological Laboratory Records, laboratory worksheets |
| 1 | 10o | Biological Laboratory Records, animal tissue preparation worksheets |
| 1 | 10p | Biological Laboratory Records, radiation counter control data |
| 1 | 10q | Biological Laboratory Records, radiation counter plateaus |
| 1 | 10r | Biological Laboratory Records, source data card files |
| 1 | 12a | Synoptic Meteorology Records, wind logs |
| 1 | 12b | Synoptic Meteorology Records, summary sheets |
| 1 | 12c | Synoptic Meteorology Records, reports of synoptic wind observations |
| 1 | 12d | Synoptic Meteorology Records, soil and air temperature logs |
| 1 | 12e | Synoptic Meteorology Records, solar radiation logs |
| 1 | 12f | Synoptic Meteorology Records, psychometric computations |
| 1 | 12g | Synoptic Meteorology Records, pressure logs |
| 1 | 12h | Synoptic Meteorology Records, surface weather observation data |
| 1 | 12i | Synoptic Meteorology Records, summary records |
| 1 | 12j | Synoptic Meteorology Records, precipitation measurements |
| 1 | 12k | Synoptic Meteorology Records, meteorological recorder charts |
| 1 | 12l | Synoptic Meteorology Records, pilot balloon ascension reports |
| 1 | 12m | Synoptic Meteorology Records, weather maps and charts |
| 1 | 12n | Synoptic Meteorology Records, background recording charts |

Industrial Facility Records

| <u>Sch</u> | <u>Item</u> | <u>Series Title</u> |
|------------|-------------|---------------------|
|------------|-------------|---------------------|

| | | |
|---|-----|---|
| 2 | 1 | Management of Production Records |
| 2 | 3a1 | Progress Reports, weekly reports for substantive work program |
| 2 | 3a2 | Progress Reports, weekly reports for administrative housekeeping |
| 2 | 3b | Administrative Reports |
| 2 | 4a | Product Management Records, project history files |
| 2 | 4b | Product Management Records, run books |
| 2 | 5a | Industrial Methods Records, procedures |
| 2 | 6a | Production Equipment Inventory Control Records, inventory listings |
| 2 | 9a1 | Materials Processing Records, analytical lab control records, manuals and procedures |
| 2 | 9a2 | Materials Processing Records, analytical lab control records, lab log books |
| 2 | 9f | Materials Processing Records, process transfer records |

| | | |
|---|------|---|
| 2 | 11a | Special Research and Reactor Materials Allocations, allocating office files |
| 2 | 11b | Special Research and Reactor Materials Allocations, operations office files |
| 2 | 11c | Special Research and Reactor Materials Allocations, requesting agency files |
| 2 | 11d | Special Research and Reactor Materials Allocations, files of approved allocations |
| 2 | 11e | Special Research and Reactor Materials Allocations, essential materials reports |
| 2 | 11f | Special Research and Reactor Materials Allocations, accountability reports |
| 2 | 11g | Special Research and Reactor Materials Allocations, essential (non-SS) materials accountability files |
| 2 | 11h | Special Research and Reactor Materials Allocations, SS material accountability and transfer files |
| 2 | 11i | Special Research and Reactor Materials Allocations, daily line operations reports |
| 2 | 11j | Special Research and Reactor Materials Allocations, feed and waste reports files |
| 2 | 11k | Special Research and Reactor Materials Allocations, product withdrawal sheets |
| 2 | 1111 | Special Research and Reactor Materials Allocations, SS material shipping form files, DOE copies |
| 2 | 1112 | Special Research and Reactor Materials Allocations, SS material shipping form files, contractor copies |
| 2 | 11m1 | Special Research and Reactor Materials Allocations, reports of shipper-receiver measurement differences, SF accountability copies |

Facility Records

| | |
|-----------------|---------------------|
| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|

| | | |
|---|----|---|
| 4 | 1a | Facility Inventory Records, inventory lists |
|---|----|---|

Special Materials Accountability Records

| | |
|-----------------|---------------------|
| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|

| | | |
|---|-----|---|
| 5 | 1 | Request for Materials |
| 5 | 2b | Materials Allotment Files, operations office files |
| 5 | 3a | Materials Allocation Files, allocating office files |
| 5 | 3b | Materials Allocation Files, operations office files |
| 5 | 3c | Materials Allocation Files, area office allocations |
| 5 | 4a1 | Accountability Reports, system accountability staff division files, June 30 and December 31 reports |
| 5 | 4b1 | Accountability Reports, materials leasing office, June 30 and December 31 reports |
| 5 | 5a | Reports of Apparent Losses, cases with widespread interest |
| 5 | 5b | Reports of Apparent Losses, other cases |

| | | |
|---|----|--|
| 5 | 7 | SS Transfer Journals |
| 5 | 8 | SS Material Transfer Files |
| 5 | 9a | SS Material Shipping Form Files, DOE copies |
| 5 | 9b | SS Material Shipping Form Files, contractor copies |

Equipment Control, Maintenance, and Operations Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|---|---|-------------------------|
| 6 | 1 | Equipment History Files |
|---|---|-------------------------|

Legal Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|---|----|---|
| 7 | 5 | Employee Patent Agreement Forms |
| 7 | 9a | Litigation Files, selected significant cases |
| 7 | 9b | Litigation Files, public interest cases |
| 7 | 9c | Litigation Files, cases reviewed by Supreme Court |
| 7 | 9d | Litigation Files, radiation personal injury cases |
| 7 | 9e | Litigation Files, other cases |

Property Disposal Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|---|---|---|
| 9 | 1 | Surplus Property Precedent Case Files |
| 9 | 2 | Property Disposal Case Files |
| 9 | 3 | Excess Real Property Reports |
| 9 | 5 | Records of the Transfer of Nuclear Materials for Research |

Accountable Officers Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|----|------|--|
| 11 | 1a1 | Audit Files, DOE-wide audits |
| 11 | 1a2a | Audit Files, individual DOE audits |
| 11 | 1a2b | Audit Files, DOE audit work papers |
| 11 | 1a3 | Audit Files, individual M&O audits |
| 11 | 2a | Pension Plan Case Files, cases for which DOE has continuing obligations |
| 11 | 2b | Pension Plan Case Files, cases for which DOE does not have continuing obligations |
| 11 | 3a | Casualty Insurance/Workmen's Compensation Plan Case Files, cases assigned to or administered by DOE upon contract completion or termination |
| 11 | 3b | Casualty Insurance/Workmen's Compensation Plan Case Files, cases for which DOE has no obligation or liability after contract completion or termination |

Travel and Transportation Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|------|--------------------|
| 12 1 | Hazardous Material |
|------|--------------------|

Design and Construction Drawings and Related Records

| <u>Sch Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | |
|--------|--|
| 14 1b | Project Planning and Design Files, selected significant records |
| 14 1c1 | Project Planning and Design Files, projects more than \$750,000 |
| 14 1c2 | Project Planning and Design Files, projects less than \$750,000 |
| 14 2a1 | Project Construction Files, completed projects |
| 14 2b1 | Project Construction Files, construction completion reports, unique projects |
| 14 2b2 | Project Construction Files, construction completion reports, other projects |
| 14 2d | Project Construction Files, selected significant records |
| 14 5 | Finding Aids |
| 14 6a | Quality Assurance Records |

OTHER APPROVED DISPOSITION AUTHORITIES

N1-434-88-1, Contractor Training Records

- Item 1 Contract Employee Individual Folders Without
Information Relating to Hazardous Materials
- Item 2 Contract Employee Individual Folders With Information
Relating to Hazardous Materials
- Item 3a Administrative Training Records

N1-434-89-1, Contractor Personnel Records

- Item 1 Individual Personnel Files
- Item 3 Job Classification Manuals
- Item 4a Health Unit Records, individual health case files
- Item 4b Health Unit Records, individual health record files
- Item 4c1 Health Unit Records, summarized health unit control
files
- Item 4c2 Health Unit Records, unsummarized health unit control
files

N1-434-89-10, Idaho Operations Office

- Item 2 Safe Work Permits
- Item 3 Visitor Access Control Records

DOE 1324.2 SCHEDULES (SUPERSEDED)

DOE Schedules (ERS)

Personnel Records

| <u>ERS Item</u> | <u>Series Title</u> |
|-----------------|---|
| 1 1a | Official Personnel Folders, Transferred Employees |
| 1 1b | Official Personnel Folders, Separated Employees |
| 1 2a | Service Record Cards, Employee actions prior to 12/31/47 |
| 1 2b | Service Record Cards, Employee actions after 12/31/47 |
| 1 6 | Employee Record Cards |
| 1 7a1 | Position Classification Files, Classification Standards, OPM Standards and Guidelines |
| 1 7a2a | Position Classification Files, Agency Position Standards Development, Case Files |
| 1 7b | Position Classification Files, Position Descriptions |
| 1 8 | Employee Interview Records |
| 1 11 | Position Identification Strips |
| 1 26d1 | Equal Employment Opportunity Records, Compliance Records, Contractor Compliance Review Files |
| 1 26f | Equal Employment Opportunity Records, Employment Statistics Files |
| 1 27a | Personnel Counseling Records, Counseling Files |
| 1 27b | Personnel Counseling Records, Alcohol and Drug Abuse Program |
| 1 29a1 | Labor Management Relations Records, General and Case Files, office negotiating agreement |
| 1 29b | Labor Management Relations Records, Labor Arbitration General and Case Files |
| 1 30b1 | Training Records, General File, correspondence, agreements, etc. |
| 1 30c | Training Records, Employee Training |
| 1 32b | Employee Qualification or Authorization, reactor operator and senior operator docket files, current |
| 1 32c | Employee Qualification or Authorization, reactor operator examination files |

Payrolling and Pay Administration Records

| <u>ERS Item</u> | <u>Series Title</u> |
|-----------------|--|
| 2 1 | Individual Accounts Files |
| 2 3a | Time and Attendance Reports Files, Option Form 1130 or equivalent, payroll preparation and processing copies |
| 2 21a | Retirement Files, Reports and Registers |
| 2 24 | Wage Survey Files |

Procurement, Supply, and Grant Records

ERS Item Series Title

| | | |
|---|----|--|
| 3 | 2a | Real Property Files, records other than abstract or certificate of title |
| 3 | 2b | Real Property Files, abstract or certificate of title |

Property Disposal Records

ERS Item Series Title

| | | |
|---|---|------------------------------|
| 4 | 2 | Property Disposal Case Files |
| 4 | 7 | Real Property Files |

Accountable Officer's Records

ERS Item Series Title

| | | |
|---|-----|--|
| 6 | 10a | Pension Plan Case Files, cases for which DOE has continuing obligations |
| 6 | 10b | Pension Plan Case Files, cases for which DOE does not have continuing obligations |
| 6 | 11a | Casualty Insurance/Workmen's Compensation Plan Case Files, cases assigned to or administered by DOE upon contract completion or termination |
| 6 | 11b | Casualty Insurance/Workmen's Compensation Plan Case Files, cases for which DOE has no obligation or liability after contract completion or termination |

Motor Vehicle Maintenance and Operations Records

ERS Item Series Title

| | | |
|----|---|------------------------------|
| 10 | 7 | Motor Vehicle Operator Files |
|----|---|------------------------------|

Space and Maintenance Records

ERS Item Series Title

| | | |
|----|----|--|
| 11 | 2a | Agency Space Files, building plan files, surveys, etc. |
| 11 | 4a | Credentials Files, identification credentials, badges, permits, etc. |
| 11 | 4b | Credentials Files, indices, listings, etc. |

Communications Records

ERS Item Series Title

| | | |
|----|----|---|
| 12 | 5h | Mail and Delivery Service Control Files, locator directories, indexes, etc. |
|----|----|---|

Facility Records

| <u>ERS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|----|-----|--|
| 15 | 1a | Facility Inventory Records, inventory lists |
| 15 | 1b1 | Facility Inventory Records, inventory cards, tenant cards |
| 15 | 1b2 | Facility Inventory Records, inventory cards, property cards |
| 15 | 2a | Facility Maintenance Records, summary card or ledger records |

Administrative Management Records

| <u>ERS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|----|-------|---|
| 16 | 1a1a | Directive Case Files, policies and procedures (except those in 1b), headquarters master copy |
| 16 | 1a2a | Directive Case Files, policies and procedures (except those in 1b), field office master copy |
| 16 | 1b1a | Directive Case Files, policies and procedures relating to procurement and property management, headquarters master copy |
| 16 | 1b2a | Directive Case Files, policies and procedures relating to procurement and property management, field office master copy |
| 16 | 5a | Correspondence Files, plans and policies |
| 16 | 5b | Correspondence Files, operations |
| 16 | 5c | Correspondence Files, transactions |
| 16 | 7 | Project Control Files |
| 16 | 8b2b | Activity or Status Reports, field and headquarters offices and divisions, quarterly, semiannual, and annual reports |
| 16 | 8b3 | Activity or Status Reports, summary reports reflecting overall accomplishments |
| 16 | 12a1a | Conference and Committee Records, conference, meeting and convention records, DOE participant coordination files |
| 16 | 12a2a | Conference and Committee Records, conference, meeting and convention records, DOE program/mission group files |
| 16 | 12b1 | Conference and Committee Records, Committee/Board/Panel Files, official advisory board files |
| 16 | 12b2 | Conference and Committee Records, Committee/Board/Panel Files, internal entities files |
| 16 | 13a1 | Organizational Records, organizational charts and histories |
| 16 | 13b | Organizational Records, organizational surveys and studies |

Cartographic, Aerial Photographic, Architectural, and Engineering Records

ERS Item Series Title

| | | |
|----|---|---|
| 17 | 3 | Published Maps |
| 17 | 9 | Survey Field Notes, Geodetic Controls, and Computations |

Security and Protective Services Records

ERS Item Series Title

| | | |
|----|-----|---|
| 18 | 10 | Survey and Inspection Files, government-owned facilities |
| 18 | 11 | Survey and Inspection Files, privately owned facilities |
| 18 | 17 | Key Accountability Files |
| 18 | 18a | Visitor Control Files, facilities where radiation exposure could occur |
| 18 | 18b | Visitor Control Files, for other areas |
| 18 | 20a | Guard Service Control Files, key or code records, building record and employee identification cards |
| 18 | 23 | Personnel Security Clearance Case Files |
| 18 | 24a | Personnel Security Clearance Status Files, lists/rosters |

Design and Construction Drawings and Related Records

ERS Item Series Title

| | | |
|----|-----|--|
| 22 | 1b | Project Planning and Design Files, selected significant records |
| 22 | 1c1 | Project Planning and Design Files, projects more than \$750,000 |
| 22 | 1c2 | Project Planning and Design Files, projects less than \$750,000 |
| 22 | 2a1 | Project Construction Files, completed projects |
| 22 | 2b1 | Project Construction Files, construction completion reports, unique projects |
| 22 | 2b2 | Project Construction Files, construction completion reports, other projects |
| 22 | 2d | Project Construction Files, selected significant records |
| 22 | 5 | Finding Aids |
| 22 | 6a | Quality Assurance Records |

Equipment Control, Maintenance, and Operation Records

ERS Item Series Title

| | | |
|----|----|---|
| 23 | 1b | Equipment Control Records, inventory cards |
| 23 | 2a | Equipment Maintenance Records, summary ledger or card records |
| 23 | 3 | Operation and Cost Records |

Special Materials Accountability Records

ERS Item Series Title

| | | |
|----|-----|---|
| 24 | 5a1 | Accountability Reports, system accountability staff division files, June 30 and December 31 reports |
| 24 | 5b1 | Accountability Reports, materials leasing office, June 30 and December 31 reports |
| 24 | 6a | Reports of Apparent Losses, cases with widespread interest |
| 24 | 6b | Reports of Apparent Losses, other cases |

Medical, Health, and Safety Records

ERS Item Series Title

| | | |
|----|------|---|
| 25 | 1a1a | Safety Management Records, occurrence investigation files, report files maintained by headquarters Division of Operational and Environmental Safety, cases with widespread interest |
| 25 | 1a1b | Safety Management Records, occurrence investigation files, report files maintained by headquarters Division of Operational and Environmental Safety, other cases |
| 25 | 1a2 | Safety Management Records, occurrence investigation files, report files maintained by field organizations |
| 25 | 1b | Safety Management Records, inspection and appraisal reports covering unsafe conditions |
| 25 | 1d | Safety Management Records, industrial personnel injury summaries |
| 25 | 2a | Health Unit Records, individual employee health case file |
| 25 | 2b | Health Unit Records, individual health record file |
| 25 | 2c1 | Health Unit Records, summarized information |
| 25 | 2c2 | Health Unit Records, unsummarized information |
| 25 | 4 | Medical or Health Research Project Case Files |
| 25 | 5a | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, standards/guides/procedures |
| 25 | 5b | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, operating plans for specific jobs |

- 25 5c Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, investigations establishing employee exposure
- 25 5d1 Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating no industrial hazard
- 25 5d2 Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating a potential industrial hazard
- 25 6a Radiation Contamination Control Program Records, personnel exposure dose record
- 25 6b1 Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--historical file
- 25 6b2 Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--details plans for specific jobs
- 25 6c Radiation Contamination Control Program Records, logbooks
- 25 6d Radiation Contamination Control Program Records, routine radiation and contamination surveys
- 25 6e Radiation Contamination Control Program Records, recorder chart records
- 25 6f Radiation Contamination Control Program Records, reports and engineering studies
- 25 7 Individual Employee Health Case Hazard Case File
- 25 9a1 Environmental Contamination Measurement Records, general procedures
- 25 9a2 Environmental Contamination Measurement Records, specific procedures
- 25 9b Environmental Contamination Measurement Records, analytical summaries
- 25 9c Environmental Contamination Measurement Records, logbooks
- 25 9d Environmental Contamination Measurement Records, worksheets
- 25 9e Environmental Contamination Measurement Records, notebooks
- 25 9f Environmental Contamination Measurement Records, data
- 25 9g Environmental Contamination Measurement Records, environmental monitoring reports
- 25 11a1 Biological Laboratory Records, researcher's biology notebooks, significant selected notebooks
- 25 11a2 Biological Laboratory Records, researcher's biology notebooks, other notebooks
- 25 11b Biological Laboratory Records, periodic reports

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| 25 | 11c | Biological Laboratory Records, machine readable data |
| 25 | 11d | Biological Laboratory Records, necropsy protocols |
| 25 | 11e | Biological Laboratory Records, animal case histories |
| 25 | 11f | Biological Laboratory Records, thyroid count records |
| 25 | 11g | Biological Laboratory Records, radio analysis sample data |
| 25 | 11h | Biological Laboratory Records, aquatic biology data analysis |
| 25 | 11i | Biological Laboratory Records, decay curve data sheets |
| 25 | 11j | Biological Laboratory Records, absorption curve data sheets |
| 25 | 11k | Biological Laboratory Records, daily counter background reports |
| 25 | 11l | Biological Laboratory Records, analytical requests |
| 25 | 11m | Biological Laboratory Records, photomicrographic records |
| 25 | 11n | Biological Laboratory Records, laboratory worksheets |
| 25 | 11o | Biological Laboratory Records, animal tissue preparation worksheets |
| 25 | 11p | Biological Laboratory Records, radiation counter control data |
| 25 | 11q | Biological Laboratory Records, radiation counter plateaus |
| 25 | 11r | Biological Laboratory Records, source data card files |
| 25 | 12 | Personal Injury Files |

Legal Records

ERS Item Series Title

| | | |
|----|----|---|
| 26 | 5 | Employee Patent Agreement Forms |
| 26 | 9a | Litigation Files, selected significant cases |
| 26 | 9b | Litigation Files, public interest cases |
| 26 | 9c | Litigation Files, cases reviewed by Supreme Court |
| 26 | 9d | Litigation Files, radiation personal injury cases |
| 26 | 9e | Litigation Files, other cases |

Contractor Records Schedules (CRS)

CRS Item Series Title

| | | |
|---|-----|---|
| 1 | 1a1 | Official Personnel Folders, contractors with safety and health clauses, jobs held by employee |
| 1 | 1a2 | Official Personnel Folders, contractors with safety and health clauses, other files |
| 1 | 1b | Official Personnel Folders, contractors with no safety and health clauses |
| 1 | 2 | Service Record Cards |
| 1 | 6 | Employee Record Cards |
| 1 | 7a | Position Files, Job classification manuals |
| 1 | 7b1 | Position Files, position descriptions, record copy |
| 1 | 8 | Employee Interview Records |

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| 1 | 11 | Position Identification Records |
| 1 | 26d1 | Equal Employment Opportunity Records, Compliance Records, Contractor Compliance Review Files |
| 1 | 26f | Equal Employment Opportunity Records, Employment Statistics Files |
| 1 | 27a | Personnel Counseling Records, Counseling Files |
| 1 | 27b | Personnel Counseling Records, Alcohol and Drug Abuse Program |
| 1 | 29a1 | Labor Management Relations Records, General and Case Files, office negotiating agreement |
| 1 | 29b | Labor Management Relations Records, Labor Arbitration General and Case Files |
| 1 | 30b | Training Records, General File, correspondence, agreements, etc. |
| 1 | 30c | Training Records, Employee Training |
| 1 | 32b1 | Employee Qualification or Authorization, reactor operator and senior operator docket files, current |
| 1 | 32c | Employee Qualification or Authorization, reactor operator examination files |

Payrolling and Pay Administration Records

CRS Item Series Title

| | | |
|---|-----|--|
| 2 | 1a | Individual Accounts Files |
| 2 | 3a | Time and Attendance Reports Files, payroll preparation and processing copies |
| 2 | 13a | Payroll Files, contractor payrolls |
| 2 | 21a | Retirement Files, Reports and Registers |
| 2 | 24 | Wage Survey Files |

Accountable Officer's Records

CRS Item Series Title

| | | |
|---|----|------------------------------------|
| 6 | 10 | Workmen's Compensation Claim Files |
| 6 | 11 | Public Liability Claim Files |
| 6 | 12 | Insurance Claim Settlements |

Motor Vehicle Maintenance and Operations Records

CRS Item Series Title

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|---|---|--------------------|
| 9 | 6 | Hazardous Material |
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Motor Vehicle Maintenance and Operations Records

CRS Item Series Title

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| 10 | 7 | Motor Vehicle Operator Files |
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Space and Maintenance Records

CRS Item Series Title

| | | |
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| 11 | 2a | Agency Space Files, building plan files, surveys, etc. |
| 11 | 4a | Credentials Files, identification credentials, badges, permits, etc. |
| 11 | 4b | Credentials Files, indices, listings, etc. |

Communications Records

CRS Item Series Title

| | | |
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| 12 | 6h | Mail and Delivery Service Control Files, locator directories, indexes, etc. |
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Facility Records

CRS Item Series Title

| | | |
|----|-----|--|
| 15 | 1a | Facility Inventory Records, inventory lists |
| 15 | 1b1 | Facility Inventory Records, inventory cards, tenant cards |
| 15 | 1b2 | Facility Inventory Records, inventory cards, property cards |
| 15 | 2a | Facility Maintenance Records, summary card or ledger records |

Administrative Management Records

CRS Item Series Title

| | | |
|----|-------|--|
| 16 | 1a | Directive Case Files, policies and procedures, master copies |
| 16 | 5a | Correspondence Files, plans and policies |
| 16 | 5b | Correspondence Files, operations |
| 16 | 5c | Correspondence Files, transactions |
| 16 | 7 | Project Control Files |
| 16 | 8b1 | Activity or Status Reports, quarterly, semiannual, and annual reports |
| 16 | 8b2 | Activity or Status Reports, selected significant reports |
| 16 | 12a1a | Conference and Committee Records, national and international meetings, contractor coordination files |
| 16 | 12a2a | Conference and Committee Records, contractor program/mission group files |
| 16 | 12a3a | Conference and Committee Records, contractor support group files |
| 16 | 12b1 | Conference and Committee Records, Committee/Board/Panel Files, internal entities files |
| 16 | 13a1 | Organizational Records, organizational charts and histories |

16 13b Organizational Records, organizational surveys and studies

Cartographic, Aerial Photographic, Architectural, and Engineering Records

CRS Item Series Title

17 3 Published Maps
17 9 Survey Field Notes, Geodetic Controls, and Computations

Security and Protective Services Records

CRS Item Series Title

18 10 Survey and Inspection Files, government-owned facilities
18 11 Survey and Inspection Files, privately owned facilities
18 17 Key Accountability Files
18 18a Visitor Control Files, facilities where radiation exposure could occur
18 18b Visitor Control Files, for other areas
18 20a Guard Service Control Files, key or code records, building record and employee identification cards
18 24 Personnel Security Clearance Status Files, lists/rosters

Research and Development Records

CRS Item Series Title

19 17a Synoptic Meteorology Records, wind logs
19 17b Synoptic Meteorology Records, summary sheets
19 17c Synoptic Meteorology Records, reports of synoptic wind observations
19 17d Synoptic Meteorology Records, soil and air temperature logs
19 17e Synoptic Meteorology Records, solar radiation logs
19 17f Synoptic Meteorology Records, psychometric computations
19 17g Synoptic Meteorology Records, pressure logs
19 17h Synoptic Meteorology Records, surface weather observation data
19 17i Synoptic Meteorology Records, summary records
19 17j Synoptic Meteorology Records, precipitation measurements
19 17k Synoptic Meteorology Records, meteorological recorder charts
19 17l Synoptic Meteorology Records, pilot balloon ascension reports

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| 19 | 17m | Synoptic Meteorology Records, weather maps and charts |
| 19 | 17n | Synoptic Meteorology Records, background recording charts |

Design and Construction Drawings and Related Records

| <u>CRS Item</u> | <u>Series Title</u> |
|-----------------|--|
| 22 1b | Project Planning and Design Files, selected significant records |
| 22 1c1 | Project Planning and Design Files, projects more than \$750,000 |
| 22 1c2 | Project Planning and Design Files, projects less than \$750,000 |
| 22 1c5 | Project Planning and Design Files, miscellaneous planning and design records |
| 22 2a1 | Project Construction Files, completed projects |
| 22 2b1 | Project Construction Files, construction completion reports, unique projects |
| 22 2b2 | Project Construction Files, construction completion reports, other projects |
| 22 2d | Project Construction Files, selected significant records |
| 22 5 | Finding Aids |
| 22 6a | Quality Assurance Records |

Equipment Control, Maintenance, and Operation Records

| <u>CRS Item</u> | <u>Series Title</u> |
|-----------------|---|
| 23 1b | Equipment Control Records, inventory cards |
| 23 2a | Equipment Maintenance Records, summary ledger or card records |
| 23 3 | Operation and Cost Records |

Industrial Facility Records

| <u>CRS Item</u> | <u>Series Title</u> |
|-----------------|--|
| 24 1 | Management of Production Records |
| 24 3a1 | Management Reports, progress reports, substantive work program deliveries |
| 24 3a2 | Management Reports, progress reports, daily output reports |
| 24 3b | Management Reports, administrative reports |
| 24 4a | Product Management Records, project history files |
| 24 4b | Product Management Records, run books |
| 24 5a | Industrial Methods Records, procedures |
| 24 6a | Production Equipment Inventory Control Records, inventory listings |
| 24 9a1 | Materials Processing Records, analytical lab control records, manuals and procedures |

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| 24 | 9f | Materials Processing Records, SS material accountability and transfer files |
| 24 | 11a | Special Material Accountability, estimated requirements |
| 24 | 11b | Special Material Accountability, allotment and allocation files |
| 24 | 11c | Special Material Accountability, essential material reports |
| 24 | 11d | Special Material Accountability, supervisor's uranium transfer reports |
| 24 | 11e | Special Material Accountability, essential (non-ss) materials accountability files |
| 24 | 11f | Special Material Accountability, SS material accountability and transfer files |
| 24 | 11g | Special Material Accountability, daily line operations reports |
| 24 | 11h | Special Material Accountability, feed and waste reports files |
| 24 | 11i | Special Material Accountability, product withdrawal sheets |
| 24 | 11j | Special Material Accountability, SS material shipping form files |

Medical, Health, and Safety Records

| <u>CRS Item</u> | <u>Series Title</u> |
|-----------------|---------------------|
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| 25 | 1a | Safety Management Records, occurrence investigation files |
| 25 | 1b | Safety Management Records, inspection and appraisal reports covering unsafe conditions |
| 25 | 1d | Safety Management Records, industrial personnel injury summaries |
| 25 | 2a | Health Unit Records, individual employee health case file |
| 25 | 2b | Health Unit Records, individual health record file |
| 25 | 2c1 | Health Unit Records, summarized information |
| 25 | 2c2 | Health Unit Records, unsummarized information |
| 25 | 4 | Medical or Health Research Project Case Files |
| 25 | 5a | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, standards/guides/procedures |
| 25 | 5b | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, operating plans for specific jobs |
| 25 | 5c | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, investigations establishing employee exposure |
| 25 | 5d1 | Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating no |

industrial hazard
 25 5d2 Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and other Materials, industrial hygiene surveys of hazards other than radiation and contamination, surveys indicating a potential industrial hazard
 25 6a Radiation Contamination Control Program Records, personnel exposure dose record
 25 6b1 Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--historical file
 25 6b2 Radiation Contamination Control Program Records, technical standards, operating guides, laboratory, operating, and radiation contamination procedures--details plans for specific jobs
 25 6c Radiation Contamination Control Program Records, logbooks
 25 6d Radiation Contamination Control Program Records, routine radiation and contamination surveys
 25 6e Radiation Contamination Control Program Records, recorder chart records
 25 6f Radiation Contamination Control Program Records, reports and engineering studies
 25 7 Individual Employee Health Case Hazard Case File
 25 8a1 Plant Records, Radiation Detection Instrument Calibration Records
 25 9a1 Environmental Contamination Measurement Records, general procedures
 25 9a2 Environmental Contamination Measurement Records, specific procedures
 25 9b Environmental Contamination Measurement Records, analytical summaries
 25 9c Environmental Contamination Measurement Records, logbooks
 25 9d Environmental Contamination Measurement Records, worksheets
 25 9e Environmental Contamination Measurement Records, notebooks
 25 9f Environmental Contamination Measurement Records, data
 25 9g Environmental Contamination Measurement Records, environmental monitoring reports
 25 10a Radioactive Waste Disposal or Unplanned Disposition Records, regulations
 25 10b Radioactive Waste Disposal or Unplanned Disposition Records, type of waste
 25 10d Radioactive Waste Disposal or Unplanned Disposition Records, unplanned disposition records
 25 10e Radioactive Waste Disposal or Unplanned Disposition Records, records of radioactive gaseous wastes
 25 11a1 Biological Laboratory Records, researcher's biology notebooks, significant selected notebooks

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| 25 | 11a2 | Biological Laboratory Records, researcher's biology notebooks, other notebooks |
| 25 | 11b | Biological Laboratory Records, periodic reports |
| 25 | 11c | Biological Laboratory Records, machine readable data |
| 25 | 11d | Biological Laboratory Records, necropsy protocols |
| 25 | 11e | Biological Laboratory Records, animal case histories |
| 25 | 11f | Biological Laboratory Records, thyroid count records |
| 25 | 11g | Biological Laboratory Records, radio analysis sample data |
| 25 | 11h | Biological Laboratory Records, aquatic biology data analysis |
| 25 | 11i | Biological Laboratory Records, decay curve data sheets |
| 25 | 11j | Biological Laboratory Records, absorption curve data sheets |
| 25 | 11k | Biological Laboratory Records, daily counter background reports |
| 25 | 11l | Biological Laboratory Records, analytical requests |
| 25 | 11m | Biological Laboratory Records, photomicrographic records |
| 25 | 11n | Biological Laboratory Records, laboratory worksheets |
| 25 | 11o | Biological Laboratory Records, animal tissue preparation worksheets |
| 25 | 11p | Biological Laboratory Records, radiation counter control data |
| 25 | 11q | Biological Laboratory Records, radiation counter plateaus |
| 25 | 11r | Biological Laboratory Records, source data card files |